

~~CONFIDENTIAL~~

DB/A Registry

Approved For Release 2003/03/28 : CIA-RDP81-00142R000600060001-2

122-1222/5

Director's Report to the Field - 15 September 1978
Directorate of Administration

SKYLINK First

(C) On 23 August 1978, a secure voice call requested by [redacted] took place successfully between the [redacted] as excellent. [redacted] described the voice quality of the call is a first for the Agency SKYLINK secure voice system. Such capability could prove extremely valuable during local emergencies at stations with satellite communications.

25X1A

Formal Program for Inter-Directorate Rotational Assignment

(A/IUO) Inter-Directorate rotational assignments have long been an informal feature of the Agency's personnel management system. While this informal program will continue, a formal program of 30 specific positions has been instituted as a part of the Agency policy for managerial and executive level development. There are seven of these positions in each Directorate, two in the DCI area. They range in grade from GS-13 to GS-15, and vary in function from personnel officer to program analyst and computer programmer. Assignments will normally be for 2 years.

(A/IUO) The program positions have now been identified, job descriptions provided and the Career Services will be asked to nominate candidates for the assignments. The Office of Personnel monitors the program and will provide guidance in selecting the assignee for each position.

(A/IUO) Efforts have been made to ensure these rotational positions are not limited by requiring a specialized knowledge or technical skill; they are chosen to offer various developmental experiences to a diverse group of employees. The aim of the program is to provide a productive assignment which will

E2 IMPDET
CL BY 000288

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Director's Report to the Field - 15 September 1978 (Con't)

expand the employee's horizons through new experiences and introduction to different Agency disciplines. These are career enhancing assignments, contributing to the professional growth of the individual and the development of the future executives of the Agency.

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Approved For Release 2003/03/28 : CIA-RDP81-00142R000600060001-2

DDA Registry
File Personnel-1

DD/A 78-2600/4

13 SEP 1978

MEMORANDUM FOR: Director of Training

FROM : Michael J. Malanick
Associate Deputy Director for Administration

25X1A SUBJECT : [REDACTED] Participation in the
Senior Rotation Program (C)

25X1A

1. (C) [REDACTED] will be completing his assignment to the Office of Personnel as a participant in this Directorate's Senior Rotation Program in November 1978.

2. (C) At the Office Directors' Conference this past April, we discussed the need for proper and challenging assignments for these officers when they returned to their home offices upon completion of their tour of duty in the Program. It is requested that you notify me by 15 October of your reassignment plans for [REDACTED] when he returns to your Office. Please be specific and give the title and grade of position as well as detailed information including the description of duties and how his past experience with the Office of Personnel will be utilized.

25X1A

3. (C) If you have any questions relative to this matter, please contact [REDACTED] the Career Management Officer, DDA, on extension [REDACTED]

25X1A

/s/ Michael J. Malanick

Michael J. Malanick

25X1A

cc: [REDACTED]

Distribution:

- Orig - Addressee
- ① - DDA subj
- 1 - DDA chrono
- 1 - CMO/DDA
- 1 - MJM chrono

25X1A O/CMO/[REDACTED]:pao (11 Sept 78)

Approved For Release 2003/03/28 : CIA-RDP81-00142R000600060001-2

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E2 IMPDET CL BY 004171

DD/A Registry

78-3264/2

12 SEP 1978

MEMORANDUM FOR: Comptroller

FROM : John F. Blake
Deputy Director for Administration

25X1A SUBJECT : Unfunded Requirement, [] Systems (C)

REFERENCE : DDA-78-3264

25X1A

1. (C) Recently we received price adjustments from [] systems. Therefore, we wish to revise downward the request contained in the reference from \$570,000 to \$355,000 which will buy two base and eight field units.

2. (C) OC presently has a surplus of \$100,000 spread in small amounts among a number of FAN's. This \$100,000 could be gathered and allocated towards the total of \$355,000.

/s/ John F. Blake

John F. Blake

ORIGINATOR:

25X1A

[]
Director of Communications

12 SEP 1978

Date

Distribution:

Original - Addressee

2 - DDA

1 - D/CO

M3 IMPDET
CL BY SIGNER

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DD/A Registry

78-3264

MEMORANDUM FOR: Comptroller

FROM : John F. Blake
Deputy Director for Administration

SUBJECT : Unfunded Requirement (U)

1. (C) For several years the Office of Communications has been seeking a small sized, long range radio communications system operable by non-professional communicators. Such a system will have a number of applications including replacement of current off-station emergency commo packages which now require Morse trained professional communicators, as well as provision of back-up radio communications for DDO manned stations [redacted] for communications support.

25X1C

25X1A

2. (C) Just recently [redacted] demonstrated a system called [redacted] which meets these objectives. High frequency radio communications were conducted between [redacted] [redacted] using relatively low power with very impressive results.

25X1A

3. (C) [redacted] have offered to include a number of [redacted] systems for the Agency in a forthcoming production run. This is a unique opportunity for us to acquire several units which will serve as service test models and at the same time provide the solution to a number of urgent non-Morse communications needs. The experience gained with these units will assist us in planning for the possible procurement of a larger number of similar units in the future.

4. (C) It is requested that favorable consideration be given to a high priority unfunded requirement for \$570,000 in FY-1978 funds for the purchase of ten [redacted] units.

25X1A

11/355,000

John F. Blake

ORIGINATOR:

[redacted]

Director of Communications

15 AUG 1978

Date

Approved For Release 2003/03/28 : CIA-RDP81-00142R000600060001-2

CONFIDENTIAL BY 015556

DD/A Registry
78-1034/2

DIRECTOR OF CENTRAL INTELLIGENCE
Security Committee

Executive Registry
78-9925/2

SECOM-D-365

5 SEP 1978

DD/A Registry

File Security

MEMORANDUM FOR: Director of Central Intelligence
VIA: Deputy Director for Administration
FROM: Chairman, Security Committee
SUBJECT: Support for the DCI Security Committee
REFERENCE: a. Chairman NFIB memo of 31 March 1978,
subject: DCI Security Committee
b. Deputy Director for Administration
memo of 10 March 1978, subject:
Security Committee organization and
staffing

1. Action Requested: Your signature on the attached proposed memorandum to the National Foreign Intelligence Board formally inviting their nominations to fill two senior level positions on the DCI Security Committee staff.

2. Background and Discussion: Reference a. dealt with organizational changes affecting the DCI Security Committee and the establishment of the Community Security Group to support it. The concept you approved for the Committee and its staff (reference b) envisaged that two of the three branch chiefs for the Community Security Group would be senior level officers (GS-15 or O-6 minimum) from other Community agencies to serve on a rotational, reimbursable basis. The purpose of this is twofold. First, it will enhance the Community character of the Committee's work. Second, it offers opportunity to obtain the services of senior managers with experience in areas different from those which CIA officers may encounter. The minimum grade levels specified are to ensure that nominees are persons of broad experience who possess the requisite management skills to deal with the issues and the Community coordination problems involved. A description of the duties of the two positions involved is attached to the proposed memorandum.

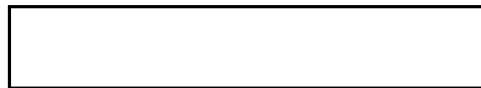
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WHEN ATTACHMENT REMOVED

Classified by 63344
Exempt from general
declassification schedule of E.O. 11652
exemption category 5B(1), (3)
Classified on
Date Impossible to Determine

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3. Recommendation: That you sign the attached proposed memorandum to the NFIB.

25X1A



Robert W. Gambino

Distribution:

Orig - Addressee

1 - DDCI

1 - ER

1 - DDA

~~CONFIDENTIAL~~

NATIONAL FOREIGN INTELLIGENCE BOARD

12 SEP 1978

Executive Registry

78-4925/3

MEMORANDUM FOR NATIONAL FOREIGN INTELLIGENCE BOARD

SUBJECT: Support for the DCI Security Committee

REFERENCE: Chairman NFIB memo of 31 March 1978, subject:
DCI Security Committee

(C) In the referenced memorandum I advised the NFIB of organizational changes affecting the DCI Security Committee and of the establishment of the Community Security Group (CSG) to support it. I am now inviting nominations from NFIB agencies to fill two of the senior positions on the CSG on a rotational, reimbursable basis. Nominees should be officers with good experience in a range of matters of Community security concern, and should be at least at the GS-15 or O-6 level. Attached is a description of the major duties such officers would be responsible for on the CSG. Nominations should be sent to the Chairman, DCI Security Committee, to reach him by 25 September 1978.

/s/ Stansfield Turner

STANSFIELD TURNER
Chairman

Attachment

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ATTACHMENT REMOVED

CLASSIFIED BY Signer
EXEMPT FROM GENERAL DECLASSIFICATION
SCHEDULE OF EXECUTIVE ORDER 11652 EX-
EMPT CATEGORY (5) (1), (2), (3) or (4)
AUTOMATICALLY DECLASSIFIED ON
Impossible to Determine

DUTIES OF SENIOR OFFICERS ON THE COMMUNITY SECURITY GROUP

The Community Security Group (CSG), established to provide staff support to the DCI Security Committee, includes two branches with major responsibility for physical, technical, personnel and industrial security policy and procedures. The chiefs of those two branches will be responsible, on a full-time basis, for assisting the Chairman, DCI Security Committee, and the Chief, CSG, in carrying out the mission of the Security Committee under DCID 1/11 and in supporting the DCI's responsibilities under E.O. 12036 to "ensure the establishment by the Intelligence Community of common security and access standards for managing and handling foreign intelligence systems, information, and products," and for "providing policy, guidance and technical assistance to departments and agencies regarding protection of intelligence information, including information that may reveal intelligence sources and methods." The officers concerned will be responsible for policy overview in their functional areas, and for planning, supervising and coordinating the development, implementation and monitoring of Community security policies and procedures bearing on those areas. They will be assisted by professional and administrative personnel assigned to the CSG by CIA, and they will need to work closely with and through the departments and agencies represented on the National Foreign Intelligence Board. They will be expected to seek out, plan courses of action concerning, and develop finished recommendations on projects and issues in their areas of responsibility, as well as to respond to specific tasking from higher authority.

The CSG components involved are the Physical Security Branch and the Personnel and Industrial Security Branch. Major responsibilities of the chiefs thereof include:

a. Physical Security

- Ensuring the review, development and monitoring of Community policies and procedures for the physical security of facilities, equipment and information, to include standards for security containers and vaults, access control systems, alarms and penetration detection systems, physical transmission, and perimeter barriers.

- Assisting the Chairman, DCI Security Committee in directing the work of the following permanent subcommittees and, as appropriate to the qualifications of the officer involved, chairing one of them and directing its activities.

- (1) Computer Security - responsible for reviewing, developing and monitoring the implementation of Community security standards and procedures to protect intelligence processed or stored in computers. (Further details are in Attachment 2 to DCID 1/11.)
- (2) Technical Surveillance Countermeasures - responsible for facilitating the development and use of effective equipment and techniques to defend sensitive U.S. installations or activities against technical surveillance, and for reviewing and developing Community policy on guarding against technical surveillance threats. (Further details are in Attachment 1 to DCID 1/11.)
- (3) Research and Development - responsible for planning, establishing and directing programs of research and development leading to improved security equipment and techniques to guard against technical surveillance, penetration, or modification of computer systems, or other foreign technical threats. (Further details are in Attachment 4 to DCID 1/11.)

--Overseeing the development and monitoring the conduct of programs for training personnel in security techniques.

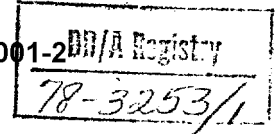
b. Personnel and Industrial Security

- Ensuring the review, development and use of uniform Community security standards and procedures for the investigation of persons needing access to intelligence information and for the adjudication of investigative results. Ensuring that such standards and procedures and other Government policies governing suitability and loyalty (e.g., in E.O. 10450) are mutually supportive.
- Ensuring the development and coordination of recommendations on administrative measures (e.g., secrecy agreements) and on legislation to enhance the protection of intelligence and intelligence sources and methods.
- Overseeing the development and application of Community programs for the security indoctrination and briefing of persons with access to intelligence information.

--Ensuring the review of security procedures applicable to non-government entities (e.g., industry, academic institutions, contractors) providing support or services to the Intelligence Community, and developing personnel, physical and document security policies and procedures to maintain and enhance the protection of intelligence information released to or generated by such entities.

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12 SEP 1978

DD/A Registry
File Training 5-2

MEMORANDUM FOR: Director of Training

ATTENTION : [REDACTED]
Special Programs Officer, Office of Training

FROM : Michael J. Malanick
Associate Deputy Director for Administration

SUBJECT : Brookings Institution Conference of Business Executives
on Federal Government Operations, 1978-79

REFERENCE : DDA Memo (78-3253) to Multiple Addresses, dtd 4 Aug 78;
Same Subj.

1. (U) In response to referent request, this memorandum will confirm the acceptance of Mr. John F. Blake, Deputy Director for Administration, and the undersigned to continue to host, on a rotating basis with the other Deputy Directors and Associates, the Brookings luncheon briefings scheduled for 1978-79.

2. (C) Additionally in response to referent, the following Directorate of Administration officers have been identified to serve, as appropriate, as table hosts/panelists during the 1978-79 Brookings program:

25X1A

NAME

POSITION TITLE

EXTENSION

NAME	POSITION TITLE	EXTENSION
25X1A [REDACTED]	Deputy Director of Communications Chief, Domestic Operations Activity, OC DD for Processing, ODP DD for Applications, ODP	[REDACTED]
Mr. Thomas B. Yale	Director of Finance	
25X1A [REDACTED]	Deputy Director of Finance	
Mr. James H. McDonald	Director of Logistics	
25X1A [REDACTED]	Deputy Director of Logistics	
Dr. Charles A. Bohrer	Director of Medical Services	
25X1A [REDACTED]	DD/QMS	[REDACTED]
Mr. F. W. M. Janney	Director of Personnel	
25X1A [REDACTED]	DD/Personnel	[REDACTED]
Mr. Robert W. Gambino	Director of Security	

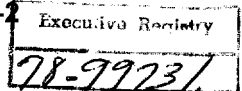
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25X1A

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Approved For Release 2003/03/28 : CIA-RDP81-00142R000600060001-2



12 September 1978

MEMORANDUM FOR: See Distribution

FROM : Deputy Director of Central Intelligence

SUBJECT : Security Review Task Force

DD/A Registry
File *Security*
(Special)

At my request, a Security Review Task Force has convened to review the Agency's security policies and procedures. They will address Personnel Security, Physical Security and Information Control and Protection. This Task Force will require your complete cooperation and I expect each office to respond in a timely manner.



Frank C. Carlucci

STATINTL

Distribution:

- Deputy Director for Resource Management
- Deputy Director for National Foreign Assessment
- Deputy Director for Collection Tasking
- ✓ Deputy Director for Administration
- Deputy Director for Operations
- Deputy Director for Science & Technology
- General Counsel
- Legislative Counsel
- Inspector General
- Comptroller
- Director of Public Affairs
- Director, EEO
- Administrative Officer, DCI
- Executive Secretary

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Executive Registry
78-9918/2

DD/A
78-3296/2

18 August 1978

MEMORANDUM FOR: Deputy Director for Administration
FROM : Deputy Director of Central Intelligence
SUBJECT : The Kampiles Case - A Request for a Security Review
and Assessment

1. It is obvious from the events of the past 48 hours regarding the Kampiles case that it is necessary to commence immediately a total and comprehensive review of all personnel security, physical security, and procedure security activities of this Agency. This review should focus on the policy basis of our entire security program as well as the procedures that flow from these policies. I would expect this review to lead to the most comprehensive recommendations seen to be necessary to preclude any such happening again in our future.

2. I hereby task you to initiate such a comprehensive security review giving it your highest priority and personal attention.

3. I will expect your first interim report, after scoping the problem, to be in my hands no later than 1 September 1978.

Frank C. Carlucci

25X1A

CONFIDENTIAL

78-3511/7

12 SEP 1978

DD/A Registry
File Meetings

MEMORANDUM FOR: Inspector General

FROM : John F. Blake
Deputy Director for Administration

SUBJECT : Invitation to Speak at the Administrative
Officers' Conference

1. Action Requested: Your acceptance of our invitation to speak at the Administrative Officers' Conference.

2. Background: On 23-24 October, the Agency's support officers will hold a conference [redacted]. The conferees will consist of approximately 60 DDA Administrative Officers in grades GS-11 to GS-16 who support the various directorates and independent offices throughout the Agency. The theme of this year's conference is "The MG Generalist and his Future Role."

3. It would be greatly appreciated if you could give a short talk followed by a question-and-answer period (totaling about one hour) at 1900 on the evening of the 23rd. The administrative officers are greatly interested in the present workings of the Inspector General's Office and its future role within the Agency.

[redacted]
John F. Blake

Can attend ✓

Cannot attend _____

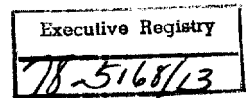
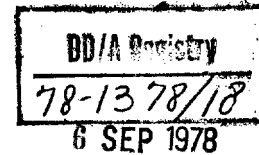
Cannot attend personally but will send a
Staff representative to give a presentation _____

STATINTL

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MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Uniform Promotion Procedures

REFERENCE : Memo for DDCI fr D/Pers dtd 3 Jul 78,
subj: Uniform Promotion System

DD/A Registry
File *Personnel-12*

1. Action Requested: Paragraph 3 contains a recommendation for your approval in connection with the promotion dates established by reference.

2. Background: Reference approved by you on 12 July 1978 contained recommendations for specified common promotion dates for all the Career Services. The option for semi-annual promotions was offered to the components and the Fitness Report schedule was revised to relate to the basic promotion cycle. Because of the complications of its panel system, the DDO is allowed to establish its own Fitness Report schedule but will adhere to the promotion date schedule.

The DDO has now completed the reprogramming of its panel schedules and has opted for the annual review exercise, except for promotions to GS-07 and for the GS-14 to GS-15 exercise in FY 1979 only. This one-time schedule for the GS-14 group will pick up an otherwise unduly long gap created by the new dates.

The reprogramming has created a problem, however, for the GS-12 to GS-13 schedule and DDO has requested a waiver of the common promotion date for this grade for FY 1979. The same physical facilities are used and the same personnel support the GS-11 and the GS-12 panels. The GS-11 panel is scheduled to meet 18 September - 20 October 1978, making it virtually impossible to run a GS-12 panel in time to meet the 3 December date scheduled for Agency promotions to GS-13 this year. A delay to the next programmed date of June would cause a delay of

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15 months between the 1978 and 1979 promotion dates; this is the same group which was delayed in 1978 by approximately two months because of the DDO reduction exercise. The panel can meet and complete its deliberations, however, in time to make the promotions effective the first pay period in January 1979.

3. Recommendation: It is recommended that an exception to the common promotion date be granted in this instance and that 14 January 1979 be approved for the promotion to GS-13 of D Career Service personnel.

(Signed) F. W. M. Janney

F. W. M. Janney

The recommendation contained in paragraph 3 is:

☒ APPROVED () DISAPPROVED

/s/ Frank C. Carlucci

Deputy Director of Central Intelligence

13 SEP 1978

Date

Distribution:

- Orig - Return to D/Pers
- 1 - DDCI
- 1 - ER
- 1 - DDA
- 1 - DDO/CMS
- 1 - OP/Review Staff
- 2 - D/Pers (1 w/held)

STATINTL

OP/P&C/RS/[]:cmc (31 Aug 78)
Retyped: OD/Pers:jmk (5 Sep 78)

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DD/A Registry
78-1378/12

PLGS
8 JUL 1978

Executive Registry
78-5168/9

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM : F. W. M. Jarney
Director of Personnel

SUBJECT : Uniform Promotion System

REFERENCE : Multi adse memo fr DDCI dtd 7 Apr 78,
same subject

1. Action Requested: Paragraph 4 contains recommendations for your approval in connection with subject promotion system.

2. Background: Reference advised the Heads of the respective Career Services of the establishment of a uniform promotion system in the Agency and that the Office of Personnel would work with the Career Services to develop an Agency-wide promotion schedule.

3. Staff Position: It is the general feeling of the Career Services that in order to have available the most current performance data for evaluation and ranking exercises, the promotion schedule should be as closely aligned to the Fitness Report schedule as possible. We propose that 120 days after the completion of the Fitness Report period be provided for Career Service Panel action and Office of Personnel implementation of the recommendations, with the promotions to be effective the first pay period thereafter.

The current Fitness Report schedule does not provide for an even distribution of workload during the year, nor more importantly, does it provide a sequence of grade levels of promotion to provide the advantages of maximum available headroom, which includes for the more senior grades the benefits of the normal attrition cycle. A revised Fitness Report schedule has been developed which programs the promotion cycle to take advantage of all possible benefits of headroom availability and is acceptable to all the Career Services except the DDO. The panel structure and evaluation schedule which is the basis for the DDO system cannot be adjusted to fit the Fitness Report schedule and the 120 day working period. Various adjustments were tried, including a 150 day

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working period, but none are acceptable. The DDO has proposed that they be allowed to establish their own Fitness Report schedule (which they now have) and timing for panel evaluations and rankings, but would meet the Agency promotion dates. This has the disadvantage of having differing evaluation periods for the employees of the different Career Services, albeit if the proposal below for optional semi-annual promotion is acceptable, this may not be significant. Rather than penalize all the Career Services by depriving them of the progressive advantages of sequential promotion schedules, we recommend the DDO proposal be approved. One other group in all grades will also have a different evaluation period. These are the employees in the three-year trial period who receive Fitness Reports on a time schedule, rather than grade, to insure appropriate review and evaluation prior to completion of the various segments of the period.

In making the studies for the promotion rates and development of the revised schedules, it became apparent that one annual promotion review of all grades would be unduly restrictive and could impact unfavorably on employees in certain professional grades and in the clerical/secretarial category where promotion is customarily associated with the grades of the position occupied and/or where attrition is normally at a level which allows for a significant number of promotions during the year. Professional personnel entering on duty in grades GS-07 and GS-09, particularly in NFAC, would be seriously affected by being limited to an annual schedule for these lower grades.

It should be noted that in establishing a uniform promotion schedule, a change in the Agency policy for considering periodic step increase (PSI) due dates in establishing effective promotion dates will be required. It has been the practice to delay the effective date of promotion when a PSI is due within a reasonable period of time, normally four bi-weekly pay periods, to take advantage of the additional pay level. To continue such a policy would adversely affect common dates of promotion and we propose, therefore, that effective with the fiscal year 1979, no consideration will be given to due dates of PSIs in establishing the effective date of promotion. This would have only a one-time impact on each employee.

4. Recommendations: It is recommended that

a. The revised Fitness Report schedule be established for all Career Services except DDO and be effective 1 October 1978. The DDO will meet the uniform promotion dates.

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b. The policy of delaying promotions to take advantage of PSIs be discontinued with implementation of the common promotion date for each grade.

c. There be no established schedule for promotion through GS-06 and the components be free to promote employees as merited, within the Career Service criteria for promotion, panel evaluation, overall Career Service headroom and the availability of properly graded positions.

d. Dependent on individual Career Service personnel and grade structure, permit semi-annual promotion exercises for:

- (1) All secretarial and clerical personnel above grade GS-06.
- (2) Professional and technical personnel in grades GS-07 through GS-11.
- (3) Professional and technical personnel in grades GS-12 through GS-15.

The Career Service could elect an option for any one or all of the groups, and establish them for any one or all of its Career Service Subgroups. The initial promotion exercise would be keyed to the Fitness Report schedule with the second review and exercise six months later.

(Signed) F. W. M. Janney

F. W. M. Janney

Attachment

APPROVED :

/s/ Frank C. Carlucci

Deputy Director of Central Intelligence

12 JUL 1978

Date

DISAPPROVED:

Deputy Director of Central Intelligence

Date

ADMINISTRATIVE - INTERNAL USE ONLY

UNIFORM PROMOTION SCHEDULE

<u>Grade</u>	<u>New Fitness Report Date</u>	<u>Promotion First Pay Period in Month</u>	<u>Old Fitness Report Date</u>
GS-15 and above	3-31	-	3-31
GS-14	4-30	09	3-31
GS-13	6-30	11	12-31
GS-12	7-31	12	12-31
GS-11	8-31	01	9-30
GS-10	9-30	02	9-30
GS-09	9-30	02	6-30
GS-08	12-31	05	6-30
GS-07	12-31	05	6-30
GS-06	01-31	06	6-30
GS-05 and below	03-31	-	3-31

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